GENERAL PURPOSE:

Under the direction of the Information Services Director, operate the Hewlett Packard computers and peripheral equipment to schedule, monitor, generate, and print various reports for distribution; back-up Hewlett Packard system; perform data entry and pc support.

REPRESENTATIVE DUTIES:

Operate electronic computer, Hewlett Packard 3000's and 9000's, according to system operation instructions.

Batch source documents from various City departments; enter related data; verify and run batched data.

Operate the computer to run production jobs involving payroll, utilities, general ledger, vouchers, equipment rental, police reports and other systems; run back-ups in accordance with systems operations instructions.

Generate required output in accordance with established schedules and time lines; maintain logs concerning production runs.

Operate burster and decollator to prepare systems output for users.

Maintain supply inventories and place orders in accordance with established procedures.

Maintain communication with City departments and Information Services staff, regarding problems with programs, schedules, formats, or other concerns.

Clean personal computers on a regular basis in accordance with an established schedule.

Update operations procedures; performs end of month equipment distributions an LID reports.

Maintain back-up files and/or tapes for payroll, FMS month end, utility tapes,

retirement tapes, bank tapes, store/restore and update data base capacity changes.

Perform unemployment jobs and other year end jobs such as payroll, business renewals, and tapes.

Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of operation of computers, peripheral equipment, burster and decollator.

Knowledge of interpersonal skills using tact, patience and courtesy.

Knowledge of computer hardware and peripherals.

Knowledge of methods of restoring the files and directories from back-up copies.

Knowledge of basic principles of computer technology.

Knowledge of technical aspects of field of specialty.

Skill in the operation of computer and peripheral equipment to generate required output.

Skill in effective oral and written communications.

Ability to lift objects weighing up to 75 pounds.

Ability to read and interpret computer processing instructions and other detailed and precise written and oral operating instruction.

Ability to work independently with little direction.

Ability to meet schedules and time lines.

Ability to maintain records and prepare reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years experience in the operation of computer and peripheral equipment.

WORKING CONDITIONS:

Information Services environment; subject to cool temperatures, noise and lifting heavy boxes and supplies.

Position Description:	Computer Operator		Page 3
Incumbent's Signature	Date	Supervisor's Signature	Date
Approval. Human Descurses Denagtment			- Data
Approval: Human Resources Department			Date

** Note: This document will be reviewed and updated yearly at time of employee performance appraisal; when position becomes vacant; or, if position duties are changed significantly.

Revised 6/8/93